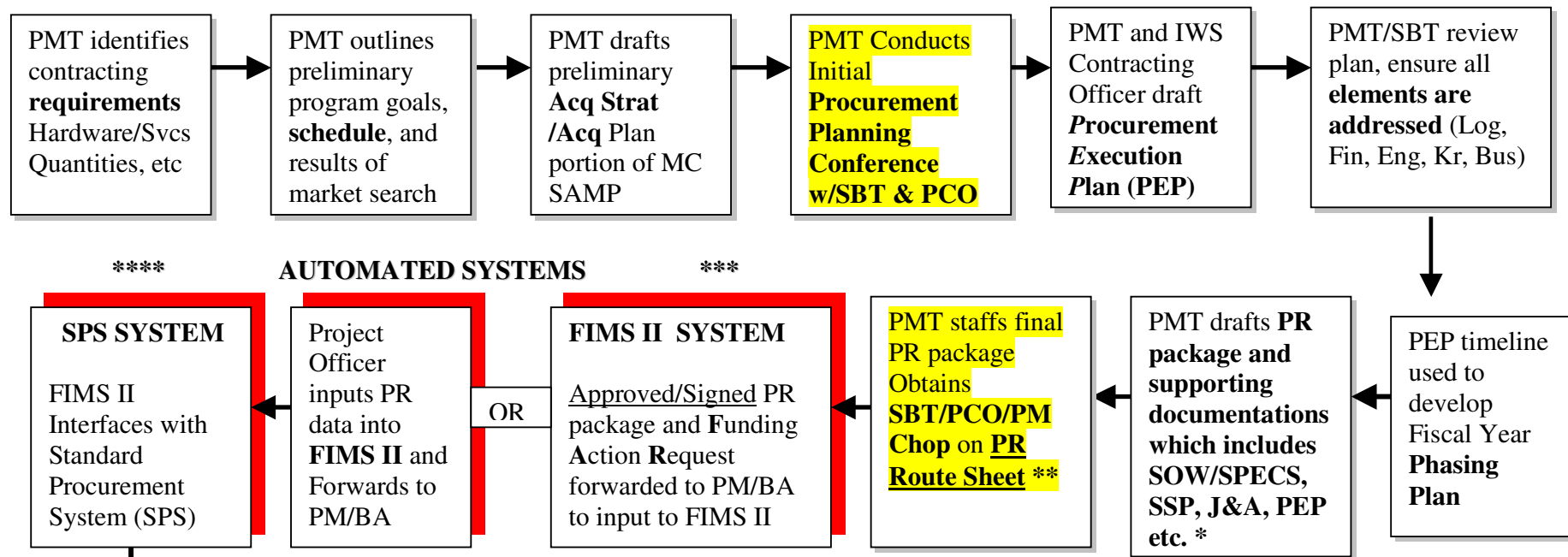


PRE-SOLICITATION PROCESS WORKFLOW

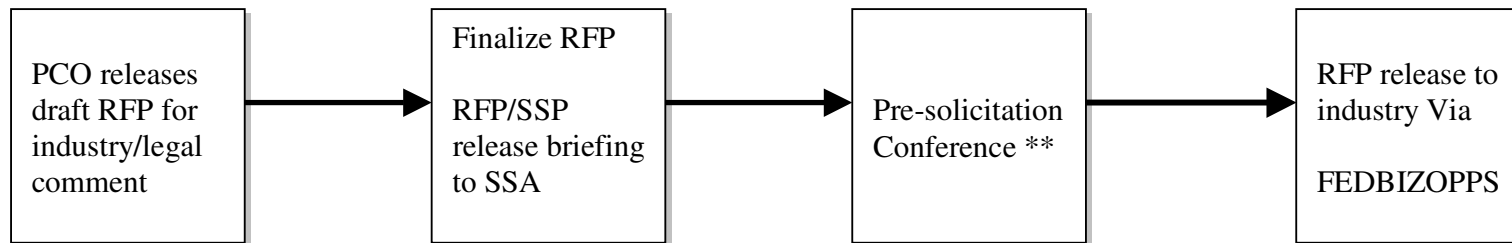
MARCORSYSCOM operates in a **TEAM** centered environment. The activities charted below are intended to reflect the actions of the **Program Management Team (PMT)** and the **Strategic Business Team (SBT)** that are required to produce a **Procurement Request Package (PR)** for the acquisition of equipment. This package should be the product of functional experts in Acquisition, Contracting, Logistics, Finance and Engineering that result in a complete, executable, well thought out strategy for the procurement and support of equipment for the Marine Corps. Though this planning may add time at the beginning of the process, it will eliminate redundancies and confusion that frequently cause procurement efforts to have sub-optimal results. All PMT/SBT members play a valuable role to assist the PM and Contracting Officer in preparing the PR documentation and establishing the **Procurement Execution Plan (PEP)**. The team Financial Manager ensures that this plan meets budgetary rules and goals for execution and interfaces with the financial system to produce the PR in FIMS II. The process that follows describes the sequence of activities performed by the PMT/SBT as a procurement effort flows through the Acquisition, Contracting and Finance processes. The process applies regardless of whether the PCO office is internal to MCSC or external (other service). It is based on a **TYPICAL** purchase effort and must be tailored for each specific effort.

Work to begin prior to start of fiscal year funding (time required is specific to each effort – can be 1 to 9 months prior):



*Note: While all documentation should be included in the FINAL PR package, Source Selection Plans (SSP) are sensitive information and should not be entered into FIMS II.

**Note: All PR information can be input into FIMS II, however, a PR TEMPLATE is available for drafting this documentation.



**Note: It is becoming common for complex or highly competitive solicitations to hold a Pre-solicitation Conference prior to release of Final RFP. This creates an open environment for discussion and clarification and can result in improved proposals.

POST-SOLICITATION PROCESS

